

SAFETY AND HEALTH PLAN EVALUATION

PR/Contract Number:

Project Name:

Contractor Name:

Date:

1.0	MANAGEMENT LEADERSHIP & EMPLOYEE PARTICIPATION		
	The Safety Plan:	✓	YES/NO
1.1	Provides the contractor's safety policy statement. Compare the contractor's policy statement with NASA's and OSHA statements.		
1.2	Identifies specific goals and objectives. Uses the framework of the four elements of OSHA's VPP Safety and Health Management System (Management Leadership & Employee Involvement, Worksite Analysis, Hazard Prevention & Control, and Safety & Health Training).		
1.3	Describes management procedures for implementing its commitment to safety and health through visible management activities. Includes a statement from the project manager or designated safety official indicating the plan will be implemented and that the project manager will take personal responsibility for the implementation.		
1.4	Describes how employees are involved in safety and health program development, implementation, and decision-making process.		
1.5	Describes the line and staff responsibilities for safety and health program implementation. As a minimum, identifies the following: <ul style="list-style-type: none"> a. Safety Representative => individual responsible for the Contractor's adherence to Center-wide safety, health, environmental and fire protection concerns and goals and will participate in meetings related to Center's Safety and Health Program. b. Company Physician => physician to facilitate communication of medical data to the head of the NASA clinic. c. Building Fire Warden => each building occupied by the contractor will have an assigned individual to facilitate the Center's fire safety program. d. Designated Safety Official => individual responsible for implementing the proposed Safety and Health Plan 		
1.6	Compares the provisions & procedures w/ applicable NASA requirements and contractual directions. (Include info on coordinating w/ NASA safety personnel).		

1.7	Describes procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful manner. Includes discipline, motivational techniques, or any other techniques that ensure accountability.		
1.8	Describes the method to be used for internal program reviews & evaluations. Program reviews may consist of either (1) participation in OSHA VPP surveys at the request of the Government or (2) described in a written report that documents the methods & procedures for determining the existence and criticality of the hazardous operations.		
1.9	Describes the approach to be taken to document the contractor safety and health program performance to provide necessary visibility and insight. Identifies what records will be made available to the Government in accordance w/ OSHA's VPP criteria as implemented at NASA. As a minimum, the following will be provided: <ul style="list-style-type: none"> a. Roster of Terminated Employees => list of terminated employees reported sent to the Center Occupational Health Program Office no later than 30 days after the end of each contract year or at the end of the contract. b. Material Safety Data and => description of the procedure to be used to prepare Material Safety Data for hazardous materials brought onto Government property or including in products delivered to the Government. (OSHA 29 CFR Part 1910.1200) c. Hazardous Materials Inventory => compile and report inventory of all hazardous materials within the scope of 29 CFR Part 1910.1200, and their location on Government property. 		
1.10	Recognizes that it will be expected to make all safety and health documentation (including relevant personnel records) available for inspection or audit at the Government's request.		
1.11	Acknowledges that the contractor may be requested to participate in the review and modification of safety requirements that are to be implemented.		
1.12	Identifies procedures used to assure that the contractor's procurements are reviewed for safety and environmental considerations and that those specifications contain appropriate criteria and instructions.		

2.0	WORKPLACE ANALYSIS		
	The Safety Plan:	✓	YES/NO
	Describes the method and techniques the contractor will use to systematically identify the hazards within the workplace for the duration of the contract. All hazards identified by any of the techniques given shall be ranked and processed in accordance with Center procedure.		
2.1	<p>Describes the procedures and techniques to be used to compile an inventory of hazards associated with the work to be performed on this contract. Specific techniques to be considered include:</p> <ul style="list-style-type: none"> a. Comprehensive Survey => wall-to-wall engineering assessment of the work site. b. Change Analysis => addresses modifications in facilities, equipment, processes, and materials (including waste). c. Hazard Analysis => Addresses facilities, systems, operations, processes, materials (including waste), and specific tasks or jobs. 		
2.2	Includes the procedures and frequency for regular inspections and evaluations of work areas hazards and who will be accountable for implementing of corrective measures. (inspection program or monthly report)		
2.3	Identifies the methods to be used to encourage employees to report hazardous conditions (e.g., close calls) and analyze/abate hazards.		

3.0	MISHAP INVESTIGATION AND RECORD ANALYSIS		
	The Safety Plan:	✓	YES/NO
3.1	<p>The Safety Plan identify the methods used to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence with emphasis on:</p> <ul style="list-style-type: none"> - Timely notification of GSFC/NASA contracting officers, - Investigation procedures, - Exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel, - Follow up of corrective actions, - Communication of lessons learned to NASA, - Solutions to minimize duplications in reporting and documentation including use of alternate forms, - Procedures for the immediate notification of fires, hazardous materials releases, and other emergencies, - Appropriate details to address the use of Incident Reporting Information System (IRIS), including 24-hour and ten-day mishap reports to the Occupational Safety Office, mail code 350. 		
3.2	<p>Describes approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Includes methods to identify and abate common causes indicated by trend analysis. Describes how the results of these trend analyses will be shared with employees so that they are aware of potential safety problems or hazards. The following reports should be included:</p> <ol style="list-style-type: none"> a. Accident/Incident Summary Report => describe how monthly Accident/Incident Summary Reports are prepared and delivered. b. Log of Occupational Injuries and Illnesses => for each location on or off NASA property that performs work on this contract, the contractor will deliver to the Government an annual summary of occupational injuries and illnesses 		

4.0	HAZARD PREVENTION AND CONTROL		
	Safety Plan:	✓	YES/NO
	Hazards including discrepancies and corrective actions must be recorded in the Center's information data system, IRIS, for risk management purposes.		
4.1	<p>Discusses the following:</p> <ul style="list-style-type: none"> - Approach to considering and selecting controls. - Use of hazard reduction precedence sequence - Approach to be used to identify and accept any residual risk - Implementation of controls including verifying their effectiveness - Scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc) - Need for coordination with safety, health, environmental services, and emergency authorities at NASA 		
4.1.1	<ul style="list-style-type: none"> - - Describe how the contractor will routinely examine and analyze hazards associated with individual jobs, operations, processes, etc. - Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.) For Hazardous Operations, establish methods for notification of personnel when hazardous operations are to be performed in their facilities or when hazardous conditions are found to exist during the course of this contract. - Discuss the need for coordination with safety, health and environmental services and emergency authorities at GSFC. <p>a. Identify contractor policies and procedures for management and implementation of hazardous operations procedures together with a statement that NASA will have access on request to any contractor data necessary to verify implementation; or</p> <p>b. In lieu of contractor management and development of such procedures, identify the method whereby the contractor will identify and submit such procedures to the NASA Occupational Safety Office for review and approval</p>		
4.1.2	Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste.		

4.1.3	Describes procedures for obtaining, inspecting, and maintaining protective equipment, as required, or reference written procedure pertaining to this subject and for keeping records of inspections and maintenance programs.		
4.1.4	<ul style="list-style-type: none"> - Identifies facilities, operations, and/or tasks where hazardous operations permits will be required as specified in GSFC's local requirement. - Clearly state the role of the safety group or function to control such permits. a. Operations Involving Potential Asbestos Exposures => describes methods for assuring compliance with Center's Asbestos Control Program as established in local policy b. Operations Involving Exposures to Toxic or Unhealthful Materials => Such operations must be evaluated by the GSFC Safety and Environmental Branch, Code 350 prior to work. The NASA Occupational Health Office must be notified prior to initiation of any new or modified operation potentially hazardous to health. c. Operations Involving Hazardous Waste => Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between contractor and GSFC/NASA for hazardous waste generated throughout the life of the contract. d. Operations Involving New or Modified Emissions/Discharges to the Environment => Describes methods for identifying new or modified emissions/discharges and coordinating the results with the Center environmental services office. 		
4.2	Discuss responsibilities for maintaining facilities baseline documentation in accordance with Center requirements.		
4.3	<ul style="list-style-type: none"> - Describe scope, frequency, and supporting rationale for preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. - Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable). 		
4.4	<ul style="list-style-type: none"> - Discuss medical surveillance program to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. - Discuss approach to cardiopulmonary resuscitation (CPR), first aid, and emergency response. 		

5.0	EMERGENCY RESPONSE		
	The Safety Plan:	✓	YES/NO
	<ul style="list-style-type: none"> - Discusses approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental releases, etc. - Discusses compliance with 29 CFR 1910.120 (HAZWOPER) and the role the contractor will play in the local Incident Command System. Discuss methods to be used for notification of the GSFC Emergency Console. - Discusses establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness. 		

6.0	SAFETY AND HEALTH TRAINING		
	The Safety Plan:	✓	YES/NO
	<ul style="list-style-type: none"> - Describes the contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses including protective and/or emergency countermeasures. - Addresses management techniques used to identify and utilize any Center training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tag out, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on GSFC/NASA property. - Describes approach to training personnel in the proper use and care of protective equipment. - Discusses tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). - Discusses approach to ensure that training is retained and practiced. - Discusses personnel certification programs. Certifications should include documentation that training requirements have been satisfied and learning validated by one or more of the following: physical examination, testing, on-the-job performance, etc. 		